

SUBMIT THIS APPLICATION TO THE
COUNTY OFFICE OF EDUCATION

NEW JERSEY DEPARTMENT OF EDUCATION

INDIVIDUALS WITH DISABILITIES EDUCATION ACT, PART B

FY 03 COMBINED BASIC (AGES 3-21) AND PRESCHOOL (AGES 3, 4 & 5) CARRY-OVER AMENDMENT APPLICATION

INDIVIDUAL LEA APPLICANT PROJECT#: IDEA- -03		CONSORTIUM APPLICANT PROJECT #: IDEA- -03C	
1. LEA:		1a. County:	
		1b. Basic Carry-Over Amount: \$ Preschool Carry-Over Amount: \$	
2. Project Director:		2a. Tel #:	
		2b. FAX #:	
3. Business Administrator:		3a. Tel #:	
4. Address:			
5. Reason funds will not be expended as approved. Attach additional sheets if necessary.			

6. Expenditure Category	6a. Function & Object Codes	6b. Approved Carry-Over Basic Budget	6c. Amended Carry-Over Basic Budget	6d. Approved Carry-Over Preschool Budget	6e. Amended Carry-Over Preschool Budget
INSTRUCTION (100 Series)					
Personal Services - Salaries	100-100				
Purchased Prof. & Tech. Services	100-300				
Other Purchased Services	100-500				
General Supplies	100-600				
Other Objects	100-800				
SUBTOTAL INSTRUCTION					
SUPPORT SERVICES (200 Series)					
Personal Services - Salaries	200-100				
Personal Services - Employee Benefits	200-200				
Purchased Prof. & Tech. Services	200-300				
<i>Purchased Prof. – Ed. Ser.</i>	200-320				
Purchased Property Services	200-400				
Other Purchased Services	200-500				
<i>Travel</i>	200-580				
Supplies and Materials€	200-600				
Other Objects	200-800				
<i>Indirect Costs</i>	200-860				
SUBTOTAL SUPPORT SERVICES					
FAC. ACQ. & CONS. SER. (400 Series)					
Buildings Use Charge	400-720				
Instructional Equipment	400-731				
Noninstructional Equipment	400-732				
SUBTOTAL FAC. ACQ. & CON. SER.					
SCHOOLWIDE PROGRAMS - Abbott	520-930				
TOTAL					

☐ As the applicant LEA for the consortium, I certify that all participating LEAs are in agreement with this Amendment Application.

To the best of my knowledge, I certify that this report is accurate.

7. LEA Board Secretary Signature: Date:

8. LEA Chief School Administrator Signature: Date:

9. Board Approval Date for Submission of Amendment Application:

NJDOE USE ONLY

<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	CSBA Signature:	Date:
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	CSCS Signature:	Date:
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	OGMD Signature:	Date:

This form is to be used for Approved FY 2003 Carry-Over awards only!

COMBINED BASIC (AGES 3-21) AND PRESCHOOL (AGES 3, 4 & 5) CARRY-OVER AMENDMENT APPLICATION

INSTRUCTIONS FOR COMPLETING PAGE 1

For a Basic Carry-Over Amendment, complete columns 6b and 6c only on page 1. For a Preschool Carry-Over Amendment, complete columns 6d and 6e only on page 1. The **entire budget** must be shown in each applicable column.

If requesting an amendment to both Basic and Preschool at this time, columns 6b and 6c for Basic and columns 6d and 6e for Preschool must be completed. The **entire budget** must be shown in each applicable column.

Enter the IDEA project number at the top of the page.

- 1-4. Complete all identifying information and the **Approved** Carry-Over amount(s).
 5. Provide a brief but specific explanation of why funds will not be expended as originally approved. Clearly indicate the changes proposed (e.g., change in scope, the transfer of funds between budget lines, major change in activity).
 - 6-6a. Line item categories have been included for Instruction, Support Services, Facilities Acquisition and Construction Services and Schoolwide Programs.
 - 6b. Enter the amount by line item from the originally approved Carry-Over Basic budget or the most recently approved Carry-Over amended budget.
 - 6c. Enter the amount by line item of the proposed amended Carry-Over Basic budget. The proposed Carry-Over amended budget takes into account any prior allowable "less than 10%" changes made by the LEA.
 - 6d. Enter the amount by line item from the originally approved Carry-Over Preschool budget or the most recently approved Carry-Over amended budget.
 - 6e. Enter the amount by line item of the proposed amended Carry-Over Preschool budget. The proposed amended Carry-Over budget takes into account any prior allowable "less than 10%" changes made by the LEA.
- **The total in column 6b must match the total in column 6c and match #1b for Basic.**
 - **The total in column 6d must match the total in column 6e and match #1b for Preschool.**

Consortium applicants must certify that all participating districts agree with the changes proposed in the amendment application by placing an "X" in the box.

7. Enter the dated signature of LEA Board Secretary. The date must be included.
8. Enter the dated signature of LEA Chief School Administrator. The date must be included.
9. Date of board approval for submission of this Amendment Application. The date must be included. If the date is after NJDOE receipt of this application, a Board Resolution must be submitted.

NOTE: Equipment (Function & Object Codes 400-731 and 400-732) is defined as tangible nonexpendable personal property including exempt property charged directly to the award having a useful life of more than one year. The acquisition cost is more than \$2,000 per unit.

**ALL AMENDMENT APPLICATIONS MUST BE RECEIVED BY YOUR COUNTY OFFICE OF EDUCATION
PRIOR TO JUNE 30, 2004.
AMENDMENT REQUESTS RECEIVED AFTER THAT DATE WILL BE DENIED.**

Locate forms and Guidelines through the New Jersey Department of Education Website at
<http://www.state.nj.us/education>. Select *Grants*. Select *Entitlement Grants*.

**NEW JERSEY DEPARTMENT OF EDUCATION
INDIVIDUALS WITH DISABILITIES EDUCATION ACT, PART B
FISCAL YEAR 2003 COMBINED BASIC (AGES 3-21) AND PRESCHOOL (AGES 3, 4 & 5) CARRY-OVER AMENDMENT APPLICATION
BUDGET DETAIL**

LEA: _____

Project #: IDEA-_____**-03**

EXPENDITURE CATEGORY	FUNCTION & OBJECT CODES	BASIC DESCRIPTION/ITEMIZATION	BASIC AMENDED BUDGET	PRESCHOOL DESCRIPTION/ITEMIZATION	PRESCHOOL AMENDED BUDGET

LEA Business Administrator's Name

Business Administrator's Signature

Date

INSTRUCTIONS FOR COMPLETING BUDGET DETAIL PAGE 2

The entire revised budget must be submitted in the Amendment Application. Use additional Budget Detail pages as needed.

Review allowable and nonallowable costs and definitions in the Guidelines before completing these pages. Complete the following components as they pertain to proposed expenditures for this project.

Enter LEA name and IDEA Project Number.

Complete each column as described below for those costs to be fully or partially paid from IDEA-B funds.

EXPENDITURE CATEGORY: List the expenditure categories in the same order as they appear on page 3 of your approved application or most recently approved amendment.

FUNCTION & OBJECT CODES: List the appropriate Function & Object Codes. Use Appendix G, "The Quick Reference of Commonly Requested Costs" as a reference.

DESCRIPTION/ITEMIZATION: List/describe the item(s) to be funded in each category. For the salary categories, list each position separately by title. Indicate summer/stipend employees. For each IDEA-B funded position, indicate the fringe benefits to be paid using IDEA-B funds. Show Teachers Pension and Annuity Fund (TPAF) and Social Security costs (FICA) separately from other fringe benefits, (e.g., health benefits, group insurance). **A minimum of 15% of the budgeted IDEA-B salary for each TPAF member must be budgeted for TPAF and FICA contributions.** Equipment must be itemized so that it can be verified that each unit is more than \$2,000 each.

The LEA Business Administrator's name and dated signature must be included on every Budget Detail page 2.

NOTE: Equipment (Function & Object Codes 400-731 and 400-732) is defined as tangible nonexpendable personal property including exempt property charged directly to the award having a useful life of more than one year. The acquisition cost is more than \$2,000 per unit.

**NEW JERSEY DEPARTMENT OF EDUCATION
INDIVIDUALS WITH DISABILITIES EDUCATION ACT, PART B
FISCAL YEAR 2003 COMBINED BASIC (AGES 3-21) AND PRESCHOOL (AGES 3, 4 & 5) CARRY-OVER AMENDMENT APPLICATION
BUDGET DETAIL
NONPUBLIC EXPENDITURES**

LEA: _____

Project #: IDEA-_____-03

EXPENDITURE CATEGORY	FUNCTION & OBJECT CODES	BASIC NONPUBLIC DESCRIPTION/ITEMIZATION	BASIC NONPUBLIC AMENDED BUDGET	PRESCHOOL NONPUBLIC DESCRIPTION/ITEMIZATION	PRESCHOOL NONPUBLIC AMENDED BUDGET

LEA Business Administrator's Name

Business Administrator Signature

Date

INSTRUCTIONS FOR COMPLETING BUDGET DETAIL PAGE 2 NONPUBLIC EXPENDITURES
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The entire revised nonpublic expenditures budget must be submitted in the Amendment Application. Use additional Nonpublic Expenditures Budget Detail pages as needed.

Review allowable and nonallowable costs and definitions in the FY 2003 IDEA-B Guidelines before completing these pages. Complete the following components as they pertain to proposed nonpublic expenditures for this project. **NOTE: Expenditures must be aligned with the Services Plans of the students. Refer to Appendix E for guidance.**

Enter LEA name and IDEA Project Number.

Complete each column as described below for those costs to be fully or partially paid from the proportionate share of IDEA-B funds.

EXPENDITURE CATEGORY: List the expenditure categories in the same order as they appear on page 3 of your approved application or most recently approved amendment.

FUNCTION & OBJECT CODES: List the appropriate Function & Object Codes. Use Appendix G, "The Quick Reference of Commonly Requested Costs", as a reference.

NONPUBLIC DESCRIPTION/ITEMIZATION: List/describe the item(s) to be funded in each category. For the salary categories, list each position separately by title. Indicate summer/stipend employees. For each IDEA-B funded position, indicate the fringe benefits to be paid using IDEA-B funds. Show Teachers Pension and Annuity Fund (TPAF) and Social Security costs (FICA) separately from other fringe benefits, (e.g., health benefits, group insurance). **A minimum of 15% of the budgeted IDEA-B salary for each TPAF member must be budgeted for TPAF and FICA contributions. See Appendix E for guidance.**

Equipment must be itemized so that it can be verified that each unit is more than \$2,000 each.

The LEA Business Administrator's dated signature must be included on every Budget Detail Nonpublic Expenditures page 2.

NOTE: Equipment (Function & Object Codes 400-731 and 400-732) is defined as tangible nonexpendable personal property including exempt property charged directly to the award having a useful life of more than one year. The acquisition cost is more than \$2,000 per unit.